

12 April 1967

MEMORANDUM FOR: Director of Basic Intelligence

SUBJECT: Review of New Personnel Orientation in OBI

1. As you requested, I have conducted a survey of the procedures that are followed by the OBI divisions in orientating new personnel.

2. Without exception, I feel that each division has a program of orientation that meets at least the minimum goals of good management. In all cases, the division chief and/or his deputy meet each new employee and brief them thoroughly on the mission of the division, their role in its staffing pattern, and their initial assignment. To varying degrees, the career plan for the employee is discussed at this initial meeting. After the Front Office conference, the new employee is turned over to the responsible branch chief for training and work assignments. Training varies from division to division but in all cases reflects meaningful guidance.

3. To strengthen our procedures, I suggest the following:

a. At the initial conference, the division chief should brief (minimum) the new employee on the role of OBI in the Directorate, the mission of the Office, and the relationship of his division within the Office.

b. At the end of approximately three months, a short written report should be submitted to the division chief by the branch chief concerned. The report should cover an estimate on the progress of the new employee, problems, if any, and potential. Upon receipt of this report, the division chief should have a short, informal conference with the employee.


c. At six months, the division chief again should have a conference with the employee.

CIA INTERNAL USE ONLY

110


4. By means of these planned periodic conferences with the division chief, I feel the employee will be given an opportunity to discuss his problems, if any, and receive from the division chief an evaluation of his overall progress to date. At approximately nine months, of course, a Fitness Report is required recommending his having successfully completed the probational period in the Agency. I feel we will arrive at this decision in a stronger position if we adopt the recommendations above.

25X1A9a


Deputy Director of Basic Intelligence

Distribution:

- 0 - Addressee
- 1 - OBI Div Chiefs
- 1 - SA/OBI
- 1 - Ch/St/A/OBI
- 1 - OD/OBI Chrono

25X1A9a OD/OBI: :mjc/2633(12 Apr 67)